

BUSINESS ADMINISTRATION, ACCOUNTING - CERTIFICATE



ACTC

By providing an academic foundation in accounting, this certificate program prepares students for entry-level positions in the accounting field. It also may be completed to enhance skills of individuals currently employed in accounting-related positions. Students interested in this program should develop a plan of study to coordinate the timing and availability of all courses.

Note: Most credits earned in this certificate program can be applied toward the associate degree program in Business with a major in Accounting or General Business. Many courses require prerequisites, corequisites and/or testing. See course descriptions for details.

Program Learning Outcomes

Upon completion of this program, a student will be able to:

1. Prepare complex financial statements.
2. Use accounting information to make informed decisions about the internal operations of a company.
3. Use accounting software.
4. Prepare personal income tax returns.
5. Identify personal financial issues of individuals.

Certificate Requirements

Code	Title	Hours
ACCT 1010	Financial Accounting	4
ACCT 1020	Managerial Accounting	4
ACCT 1030	Computerized Accounting	3
ACCT 1500	Personal Income Taxes	3
ACCT 2010	Intermediate Accounting I	4
ACCT 2020	Intermediate Accounting II	4
BUSN 1040	Personal Finance	3
Choose One Computer Literacy Course:		3
BUSN 1015	Business Computing Applications	
COMI 1300	Introduction to Data Analytics	
Total Hours		28

Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
ACCT 1010	Financial Accounting	4
Choose ONE of the following:		3
BUSN 1015	Business Computing Applications	
COMI 1300	Introduction to Data Analytics	
Hours		7
Semester 2		
ACCT 1020	Managerial Accounting	4

BUSN 1040	Personal Finance	3
Hours		7
Year 2		
Semester 1		
ACCT 1030	Computerized Accounting	3
ACCT 2010	Intermediate Accounting I	4
Hours		7
Semester 2		
ACCT 1500	Personal Income Taxes	3
ACCT 2020	Intermediate Accounting II	4
Hours		7
Total Hours		28